

WILLIS INDEPENDENT SCHOOL DISTRICT AGENT SOLICITATION PROCEDURES

1. First Financial Administrators requires each agent to complete the “Rules for Solicitation” for each upcoming school year.
2. Agents/Solicitors must comply with all TPA regulations.
3. Each insurance company(403)(b) accounts) and investment company/custodian (403(b)(7) accounts) must be approved by the district/parish and/or state law (where applicable) before payroll reductions will begin.
4. **There will be NO SOLICITATION OR APPOINTMENTS ALLOWED on campus property.** *(All appointments must be off campus and on the employee’s own time.)*
5. Agents/Solicitors may purchase an employee directory from Administrative Services, which contains non-restricted information on employees.
6. Agents/Solicitors are not allowed to place literature in employee’s mailboxes or dropped off at any campus for distribution or forwarded through interoffice mail or company email.
7. Agent/Solicitors may not send sales materials or any type of literature to employees through interoffice mail or company email.
8. Solicitation by use of the district phone or company is not permitted.
9. Paperwork for new applications or changes must be submitted to First Financial Administrators, Inc. There will be no payroll changes made without prior TPA authorization.
10. The forms necessary for new enrollments, increases/decreases, changing carriers, or stopping contributions must be submitted to First Financial Administrators, Inc. **All forms must be properly completed by the participant and the sale representative.** Any form that is not completed properly will be rejected; the sales representative will be notified promptly. It is the responsibility of the sales representative to contact the employee and, in most cases, the employee’s request for payroll reduction will be delayed until the following enrollment period or until the paperwork has been corrected. *(If you are faxing paperwork, it is your responsibility to verify that the paperwork is received by our office. We will not be held responsible for faxes that are not received by our office.)*
11. All paperwork will be processed according to the date received.
12. All 403 (b) and 403(b) 7) account contribution documentation will be submitted to the Third Party Administrator as the agent of the School District.
13. **Any agent/solicitor who violates any of the District’s policies, will lose all privileges.**

Abuse of this procedure by any agent will result in revocation of the privileges of the procedure for the agent.

ACCEPTANCE: I have read and agree to be bound by the rules and regulations of the School District concerning 403(b) and 403(b)(7) account solicitation and processing.

Dated this _____ day of _____, 2____ by:

Agent’s Name

Agent’s ID #

Company Name